DEADLINE for eCheck-In is Sunday, February 7, 2027 at 11:59 PM
NO EXCEPTIONS.

Note, rosters will be “frozen” at that time. All additional requests after February 7th, rosters updates, etc. will incur a $10.00 processing fee.

For any questions relating to eCheck-in please email Engrid Spence at information@westonfc.org. We look forward to your team’s participation in the Weston Cup & Showcase.

Once your documents have been approved, no further action is required. For team check in with the referee, you will require your laminated passes only (it is recommended that you have a copy of your official roster should there be a query).

Additional information:

1. All FYSA//US Club Soccer/USSSA players must be age verified in GotSport - no exceptions. All FYSA/US Club Soccer/USSSA passes must have a valid headshot - no exceptions.
2. All players and staff must be included on the event roster.
3. All coach and bench staff personnel must have a laminated pass with the same affiliation/club as the roster/player passes.
4. Guest players within the club must be pre-printed on the roster and added to the event roster. A guest player form is NOT required for internal club guests.
5. Uniform jersey numbers are required for all players.
6. Player Passes Upload: required for each player, coach, assistant coach, manager (Front Copy Single Version – Maximum 8 per page – No single passes accepted). One pdf is required with all passes for upload.
7. Guest Player Forms electronic or paper must be completed in compliance with the sanctioning body that has issued the player passes. Please contact your club registrar for guidance.
    a. FYSA - only electronically generated forms from within GotSport digitally signed by the loaning and accepting club will be accepted. No exceptions.
        i. FYSA - contact your club administrator for guidance
        ii. US Club - https://usclubsoccer.org/forms-documents/
    b. Guest players must be affiliated with the same association i.e., US Club Soccer with US Club Soccer. It is not possible to play FYSA with a US Club pass or vice versa due to insurance reasons.

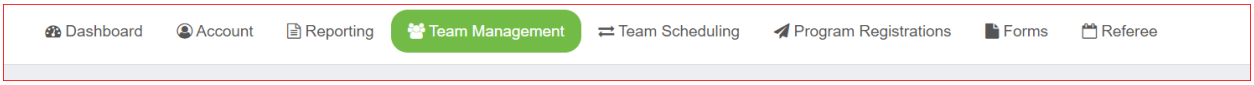
How to Upload Your Team Documents into GotSport

- For the Weston Cup & Showcase all documents must be submitted via GotSport
  - Link: https://system.gotsport.com/users/login
- Documents can only be submitted if your name is linked to the roster as a Coach or Team Manager - connect with your club if you do not see our event listed.
- Medical Releases are *not* required.
- Document upload is mandatory for all teams - documents required are:
  - 1 PDF of all passes
  - Guest player form (if applicable) - **only required if the player is not from your club**
    - Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club Soccer pass.
  - Guest player pass (if applicable)
    - Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass Soccer.
  - Roster is not required - we will import from the electronic event roster - please ensure this is correct.
- Questions? Email Engrid Spence at information@westonfc.org.

Log into Gotsport : https://system.gotsport.com/users/login

- Use the username/ID email/password that was created for you to complete your background check, SafeSport, and Heads-up Certifications.

Click on Team Management:



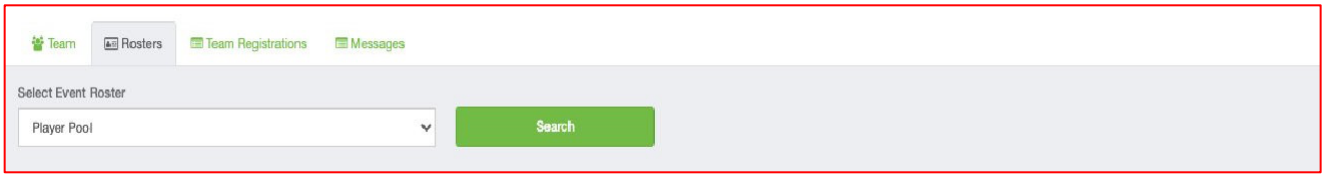
Click on the name of your team:



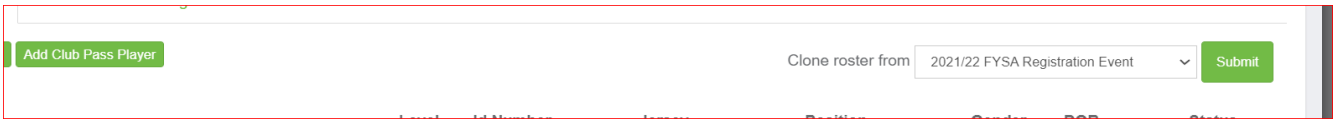
Build your event roster and ensure that it is correct - this will be downloaded onto the game card:

Click on the Rosters tab

From the “Select Event Roster” drop down, select the Weston Cup & Showcase Click on Search

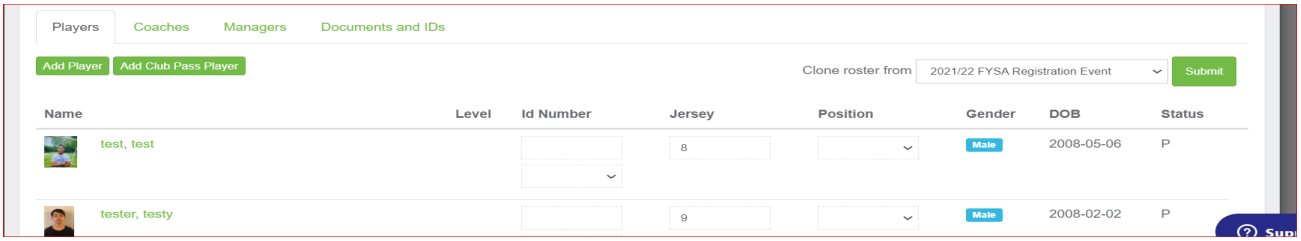


Scroll down, to the right and from the “Clone roster from” select the roster that you wish to clone to the tournament (either FYSA Registration event (recommended) or a league roster). Click Submit

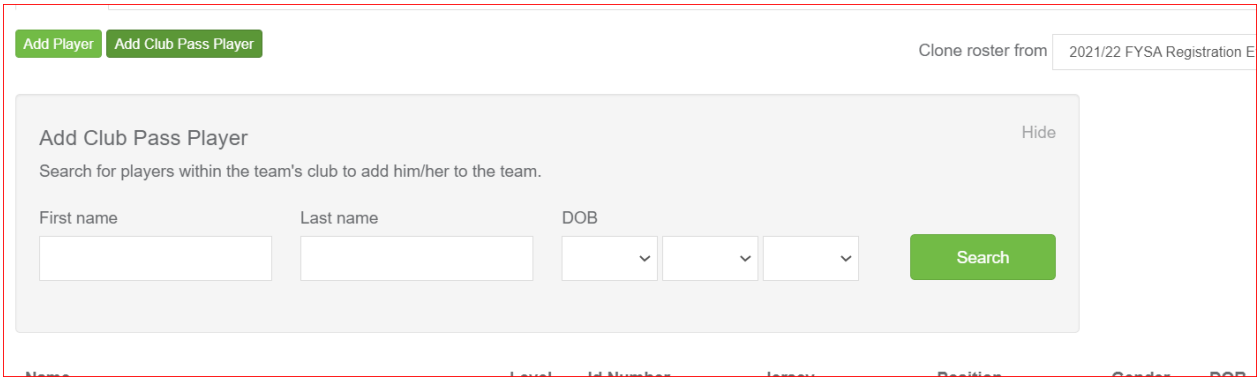


Check your roster is correct. This will be duplicated onto the game card and used by the referee to check your team in for game play.

- Enter all jersey numbers
- **Do not enter ID numbers or position - this is not required**



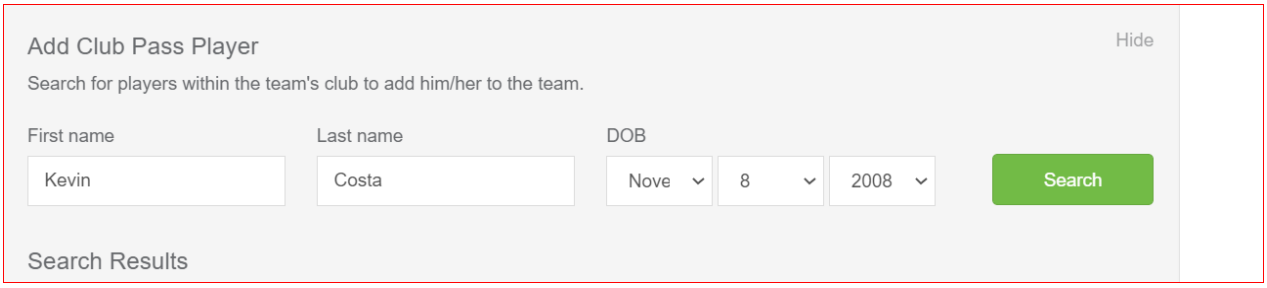
To add a player to the event roster that plays for your club but not on the same team, click Player” Club Pass or P1.



Player must be on the 2026/27 FYSA / US CLub Soccer Registration

Event Roster to be added

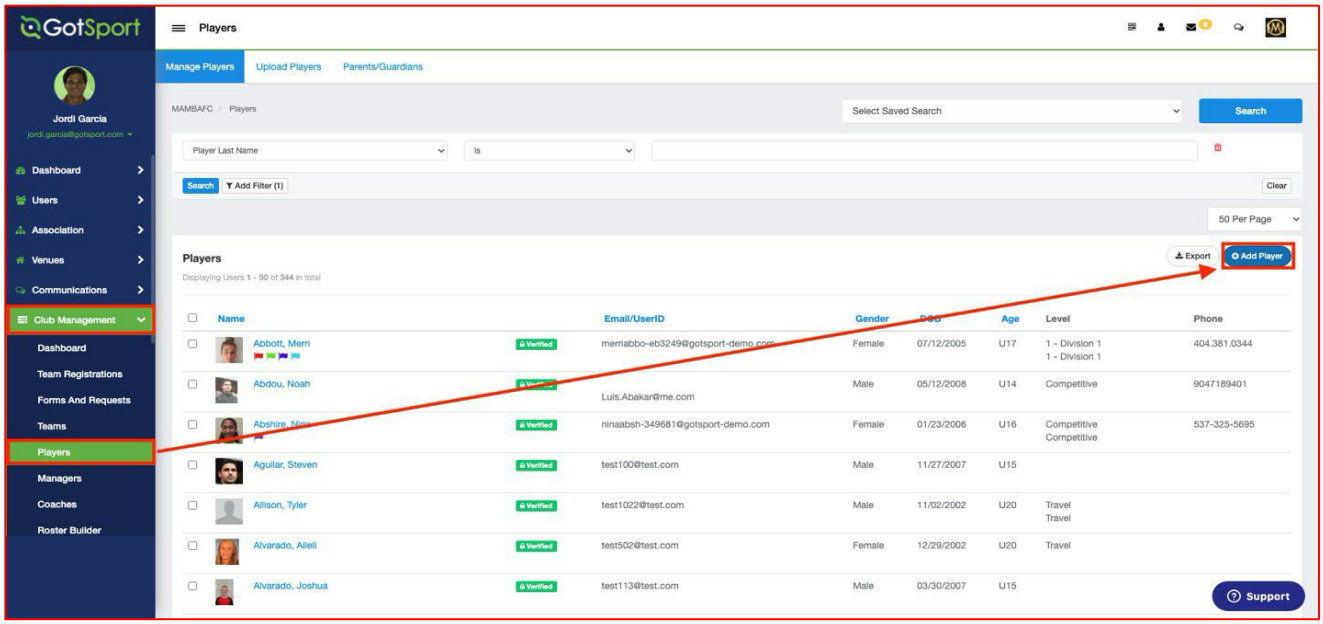
Enter the name, and date of birth as on the player pass, click Search and add.

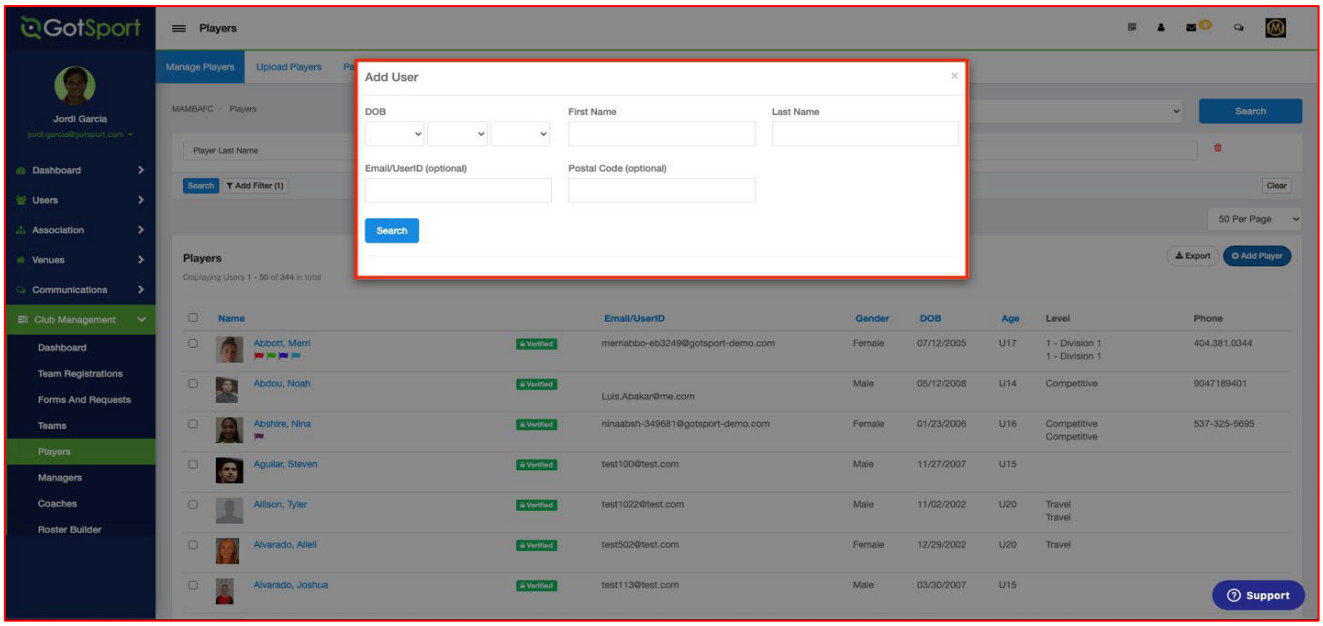


To add a guest/club pass player to an event roster, you'll first want to be sure that the event is allowing both types of players for the event. Once this is done here are the steps:

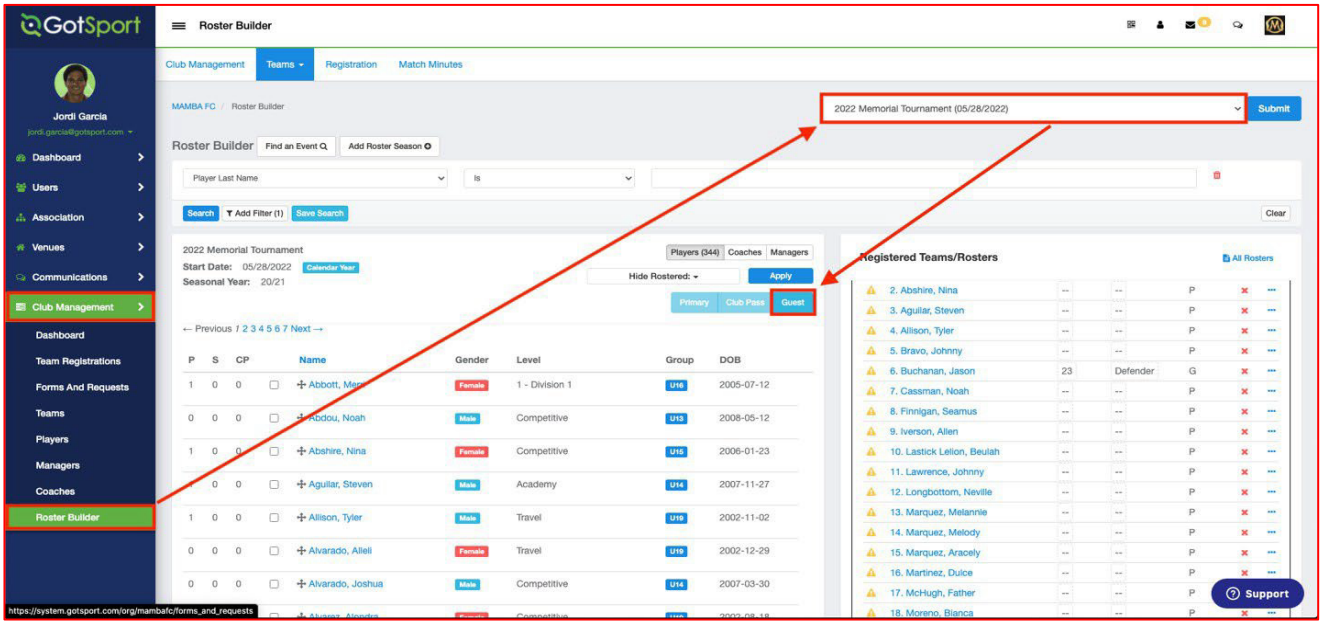
1. Add the player that you're using for the event a player role with your club by going to:

Club management>players>add player. Here you will look up that player and add them to your account

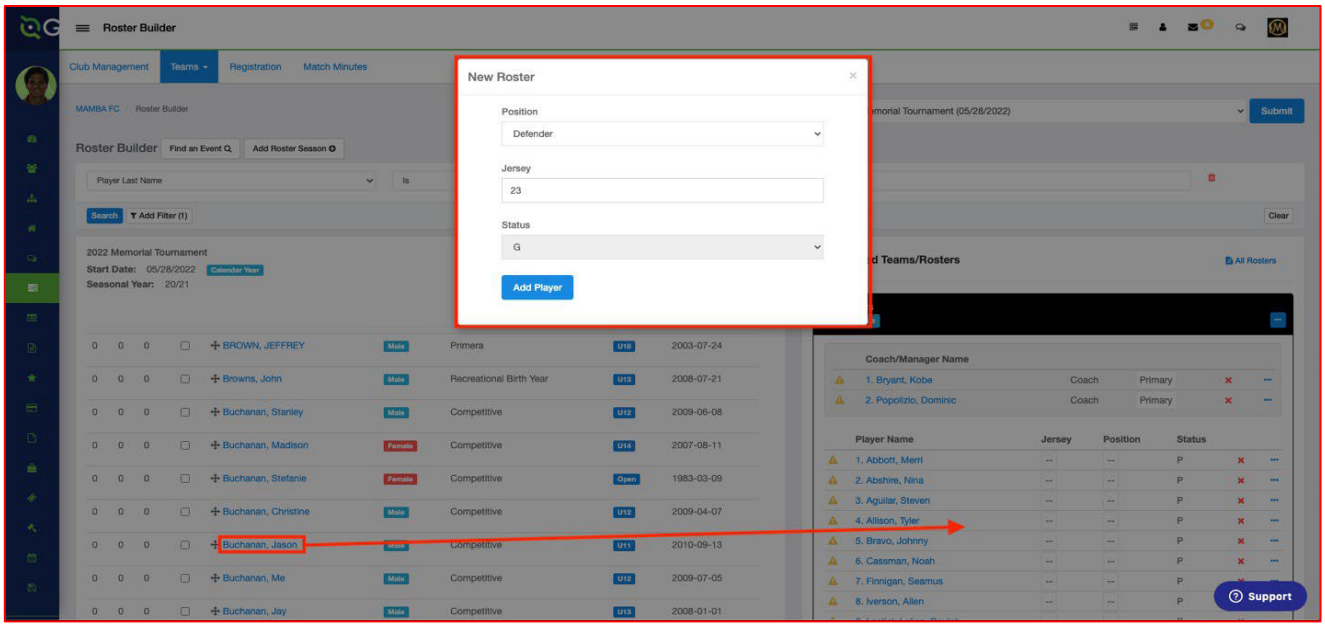




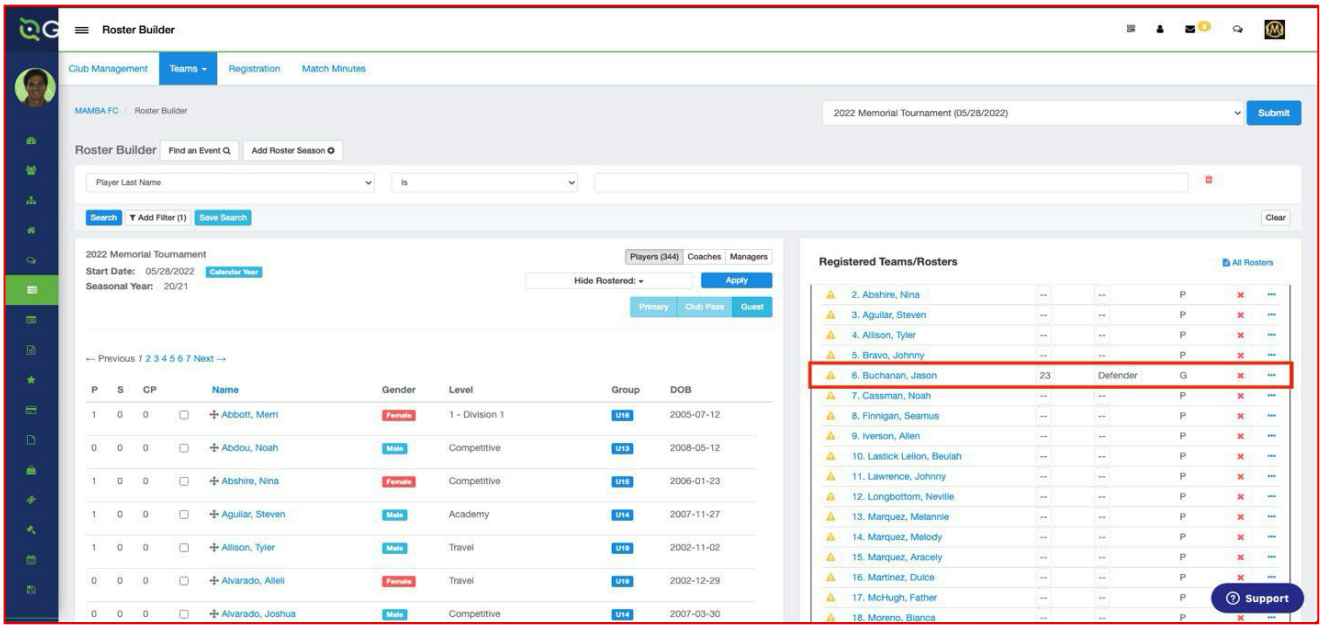
2. Now that the player has been added you will go to "Roster Builder" select the Event, followed by the "Guest" Tab. (or Club Pass).



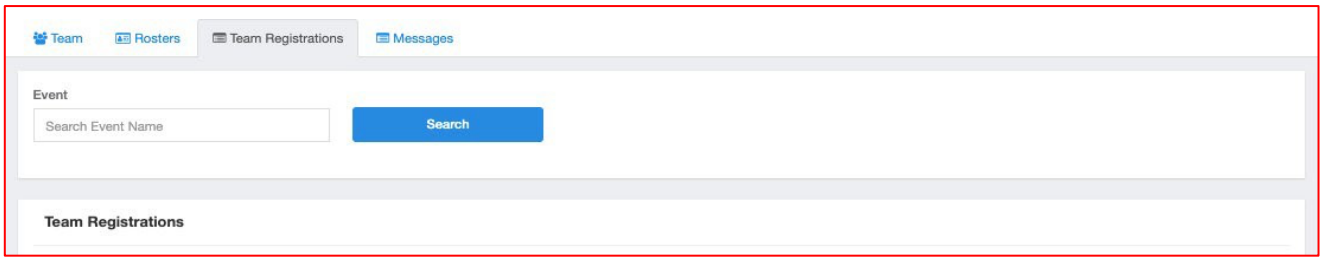
3. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for guest. Or "CP" for Club Pass.



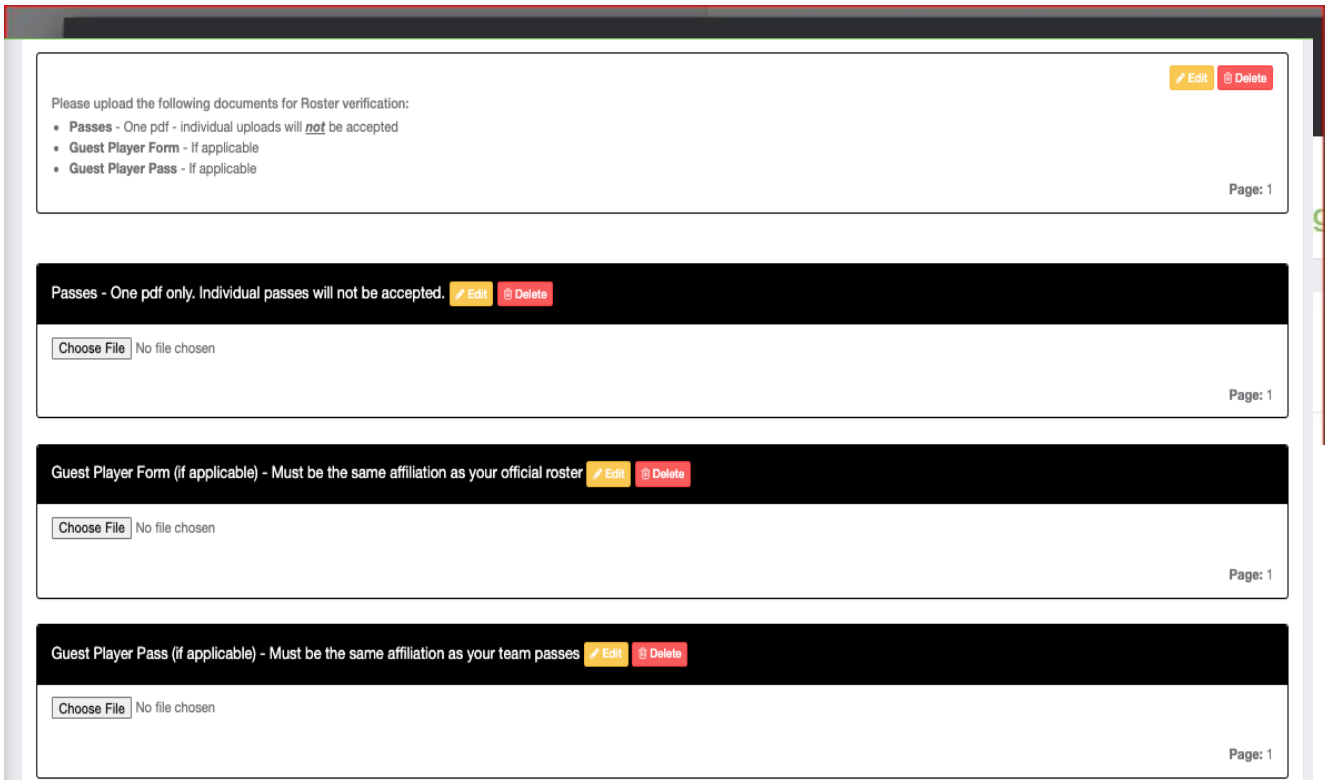
4. Now you will see the player on the roster.



Next, upload your documents. Player passes and medical releases. Click on Team Registrations Tab followed by Weston Cup & Showcase



Click on “Registration” Tab followed by Orange “Edit” option and Upload documents, scroll to the bottom and save. All uploads can be replaced and are editable



Some club registrars restrict the access to managers and coaches to build event rosters. In this case you need to seek the assistance of your club Registrar to build the event roster for you.

Everyone can upload passes, guest forms and passes. This option is available to everyone connected to the team.